

Spring 2013

Reliable

JOB SERVICE SOURCE

The **Reliable SOURCE** is published quarterly by The Miles City Job Service.

PHISHING SCAM WARNING

Another phishing email targeting employers is circulating. The scam email claims to be from the Division of Unemployment Assistance (DUA), which does not exist, and requests information about former employee's wages and reason for separation. Unemployment insurance in Montana is handled by the Montana Unemployment Insurance Division (UID). Legitimate emails from the Montana Unemployment Insurance Division will always include:

- Staff member's name and position
- Phone number
- Email address with "mt.gov" extension

Another variant of phishing email from us-benefits.org requests direct deposit information. Us-benefits.org is not related to the Montana Unemployment Insurance Division and no information should be given to them. Montana UID will never request direct deposit information. The only site to receive accurate information and file a claim is uid.dli.mt.gov.

If you have doubts about the validity of an email, please do not hesitate to contact the UID fraud investigator at 406-444-1709 or dliuidci@mt.gov.



Mark Your Calendar For:

MILES CITY JOB FAIR 2013

Thursday, April 11
Noon to 4 p.m.
MCC Centra

More information and registration form inside this newsletter!!



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Find us at www.facebook.com/milescityjobs for instant information about workshops, employment, education, and the economy in Miles City.

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americanjobcenter network  **Montana Department of LABOR & INDUSTRY**

Candidate Rejection Letters Make Business Sense

A commonly heard complaint these days is how so few companies bother to reply to the bulk of job applications. Employers, take note: even when it's bad news, a short but courteous letter never goes amiss. How you treat candidates for your jobs really matters. Sending a candidate rejection letter to the applicants who were not selected for the job is an extra, but positive step, your company can take to build good will with candidates and establish yourself as an employer of choice.

Your reputation, built one candidate at a time, is critical to your ongoing ability to attract the best and most skilled talent to your firm. Candidates make decisions about your company based on their treatment and officially notifying them about your employment decisions is a point in your favor.

The official candidate rejection letter, also known as a "thanks but no thanks letter" should occur as soon as you know that the candidate is not the person you want to hire. Don't leave the candidates wondering for weeks on end whether he or she was the person selected for the job. Remember to thank the candidates for their application and interview time, if applicable. State clearly that you have determined that you will offer, or have offered, the position to another candidate.

If you believe that the candidate would qualify for other roles in your company, and that he or she appeared to also fit your culture, you can also encourage the person to apply again in the future. Always end your candidate rejection letters on a positive note and wish the person success. Again, make sure you thank your candidate for the time invested in the application and interview process.

Personalize your candidate rejection letters with the candidate's name and position they applied for. You don't want your candidate to feel as if he or she received a form rejection letter - even if it basically, is.

Make your candidate rejection letter business-like, but gracious. After all, you are puncturing a person's hopes and dreams. Do so with respect and consideration.

Never say anything in the candidate rejection letter that you don't mean. For example, don't suggest that the candidate apply for openings in the future if you know the candidate will not fit successfully in your organization.

Remember, the candidate rejection letter is your last opportunity to build a relationship with the candidate that will cause him or her to think favorably of your company. You should also keep in mind that current interviewees may be future customers of your business, or know someone who already is. Sending a candidate rejection letter can be good for your reputation as a business as well as an employer.

New Employment Posters

Employment Posters Available Free of Charge

New 5-in-1 employment posters are available now! The Montana Department of Labor and Industry provides posters free of charge to everyone. To request new posters, please contact the Miles City Job Service at 406-232-8340 or pick up a poster by visiting our office at 12 N. 10th St. in Miles City, MT.

A number of aggressive companies are trying to sell posters to Montana businesses. All required postings can be obtained through your local Job Service.



Updated FMLA Poster

The FMLA poster has been updated and is effective March 8, 2013. The latest 5-in-1 posters **do not** include the updated FMLA section. You can request a copy of the new FMLA poster by contacting the Miles City Job Service. Changes have been made to the language regarding veterans, serious injury or illness and serious health conditions.



Employment Law Questions

Wage and Hour Related Questions:

Can I pay my employee less than minimum wage during a training period?

-No, there is no training wage in Montana. Even if an employee signs an agreement to work for less than minimum wage, it is unenforceable because it is illegal.

I require my food servers to pool their tips and I disburse these tips among all my employees. Is this okay?

-No, tips belong to the employees who provide the service and only the employees to whom the tips belong should arrange any tip pool agreements.

Must I give severance pay to departing employees?

-The wage and hour laws do not require severance pay.

Can I require that employees come to my business to get their final paycheck?

-No, you must pay through regular pay channels or by mail if requested by the employee.

Can I require my employees to report to their workstation 15 minutes before their shift begins?

-Only if you pay them for the time. Any time an employer requires an employee to report to work, which includes preparatory and concluding activities, is considered hours worked.

Do I need to pay employees for staff meetings held in the evenings, which are not during my employees' regular hours of work? All of the following criteria must be met in order for meetings and training not to be considered hours worked. Not work time if:

- *Attendance is outside of employee's regular working hours*
- *Attendance is voluntary*
- *Not directly related to employee's job*
- *Employee does not perform any productive work during attendance*

Must I pay unused vacation to an employee who quits?

-The wage and hour laws do not require that an employer provide vacation pay (private sector) but if promised and earned, it is due and payable. So whether or not vacation pay is due depends on your policies and how they are written and implemented.

Can I give compensatory time off to employees instead of paying them overtime?

-The private sector cannot substitute compensatory time for overtime unless the employees are exempt from the overtime provisions of the law. Note: Use of comp time for Administrative, Executive or Professional employees may jeopardize exempt salary status.

For more information on Wage and Hour related questions please contact the ERD Wage & Hour Unit at #406-444-5600 or visit their website at www.mtwagehourbopa.com.

Assistance for Business Clinic

The Assistance for Business Clinics are designed to assist new and established employers, accountants, bookkeepers, human resource professionals, and lawyers who proactively work with unnecessary claims and/or charges by providing updated reporting of state withholding, unemployment tax requirements, minimum wage laws, overtime laws, safety and tax incentives.

Presentations Include:

Department of Labor and Industry

- Wage and Hour
- Unemployment Insurance Tax
- Unemployment Insurance Benefits
- Workforce Services Division (*Business Services & Tax Credits*)
- Workers' Compensation (*Independent Contractor/Uninsured Employer & Stay-at-Work/Return-to-Work*)

Department of Revenue

- Withholding Tax

Location:

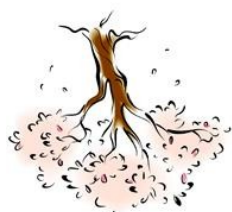
Miles Community College, Room 106

May 9, 2013

Registration: 7:30am-8:00am, Presentations: 8am-5pm



Please contact Job Service at MilesCityJSC@mt.gov if you would like to receive our newsletter by email.



-Rainer Maria Rilke

"It is spring again. The earth is like a
child that knows poems by heart."

RETURN SERVICE REQUESTED

PRSR STD
U.S. POSTAGE
PAID
Miles City, MT 59301
PERMIT NO. 33

Miles City Job Service Workforce Center
12 North 10th Street
P.O. Box 1786
Miles City, MT 59301
(406)232-8340